



Job Description: Library Clerk, Program Intern  
FLSA Status: Non-Exempt

#### GENERAL PURPOSE

The Program Intern performs a variety of support services to the Public Services Librarian in planning and implementing programs for a variety of ages. The position requires extensive contact with the public.

#### SUPERVISION RECEIVED

Work is performed under the direction and supervision of the Public Services Librarian.

#### SUPERVISION EXERCISED

Supervision of library program volunteers as directed by the Public Services Librarian.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in planning and preparing for library programs.
- Assist in setting up, carrying out, and evaluating library programs.
- Perform other duties as assigned.

#### PERIPHERAL DUTIES

Keep informed of library programs and services. Attend regular meetings with Public Services Librarian.

Knowledge of policies and procedures and applicable local, state and national laws that affect libraries.

Maintain standards of excellence in customer service toward library patrons, and toward library and City staff.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree required. Must be currently enrolled in an American Library Association-accredited Master's program in Library or Information Science or equivalent.

Necessary Knowledge, Skills and Abilities:

- Enjoy working with children, teens, and adults.
- Ability to deal tactfully and courteously with the public, and with library staff and volunteers.
- Ability to multi-task and work well under pressure.
- Ability to prioritize, organize, and work independently.
- Ability to work well as part of a team, generating and sharing in the enthusiasm for the valuable work of the library.
- General familiarity with public library operations and procedures.

#### TOOLS AND EQUIPMENT USED

Phone system, computer, photocopier, fax, bar code scanners, smart phones, tablets, e-readers, and other various equipment necessary in the effective operation of the library, including Microsoft Office and library-related software.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, climb, stoop, kneel, crouch, talk, hear, use hands to finger/handle/feel, reach with hands.

The employee is occasionally required to crawl and balance.

The employee must occasionally lift and/or move up to 25 pounds.

The employee must frequently move heavy book carts.

Specific vision abilities required by this job include close vision, and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The library work environment is usually busy and demanding. Must be able to work a flexible schedule of up to twenty hours a week which may include some evenings and weekends.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check, job-related tests may be required, including a criminal background check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*